

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, July 23, 2019 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Kierzek, Thurow

Council Members Absent:

Others Present: Chief Schauf, Clerk Zeman, Adm. Geick, Atty. Truman, T. Pinion, members of the press and others.

The Pledge of Allegiance was given.

Moved by Wedekind, seconded by Plautz to amend the minutes of July 9th, 2019, Resolution No. 1953 to show Ald. Kolb as having voting against the resolution and approve the minutes of July 10th, 2019. Motion carried unanimously.

Moved by Ellington, seconded by Alt to amend the agenda calendar moving the Administrative Committee meeting to August 8, 2019. Motion carried unanimously.

Compliance with the Open Meeting Law was noted.

PRESENTATIONS – None.

PUBLIC HEARING – The Mayor announced that this is the published date and time to hear public comment concerning:

- The vacation of that portion of the unimproved Monroe Avenue right-of-way between Amundson Drive and Birch Street.

Donald E Topham, 108 Monroe Street, Baraboo is in favor of vacating this portion of Monroe Avenue but did not wish to speak.

Ashley Zirzow, 1707 Amundson Drive, Baraboo is in favor of vacating this portion of Monroe Avenue but did not wish to speak.

Daniel S. Gunderson, 521 14th Avenue, Baraboo attended on behalf of his parents, Ruth & Chuck Gunderson at 1801 Amundson and they are in favor of vacating this portion of Monroe Avenue but did not wish to speak.

No one spoke and the Mayor closed the public hearing.

PUBLIC INVITED TO SPEAK – None.

MAYOR'S BUSINESS

- The Mayor proclaimed the Month of August 2019 as Children's Vision and Learning Month.
- The Board of Review will meet on Tuesday, July 30th at 1:00pm

CONSENT AGENDA

Resolution No. 19-55

THAT the Accounts Payable, in the amount of \$ 387,713.87 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 19-56

THAT the following budget amendments are authorized:

- 2nd Quarter, 2019 City-Wide Budget Amendments for \$85,434

City of Baraboo**2019 2nd Quarter Budget Amendments****Supplemental Budget****UW Campus**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
UW Campus	800-80-49300-000	Fund Balance Applied	-	(11,825)	(11,825)
UW Campus	800-80-55600-260-000	Repair & Maint Serv-Buildings	74,000	11,825	85,825

Apply fund balance for roof repair over budget

UW Campus

UW Campus	800-80-48500-000	Donations and Contributions	-	(3,100)	(3,100)
UW Campus	800-80-55600-280-000	Repair & Maint Serv-Facilities	3,000	3,100	6,100

Create budget for UW Moraine Prairie Project

TIF VI

General Government	360-10-49300-000	Fund Balance Applied	-	(1,369)	(1,369)
Independent Auditing	360-11-51510-215-000	Professional Services	700	1,369	2,069

To apply fund balance for compliance audit

Taxi Grant

Finance	230-11-43530-610	Taxi Grant - Federal	(169,670)	(1,768)	(171,438)
Finance	230-11-43530-620	Taxi Grant - State	(91,360)	(2,947)	(94,307)
Finance	230-11-46399-000	Taxi Fares	(266,000)	(4,000)	(270,000)
Taxi Transportation	230-11-53500-290-999	Contra (Package Delivery)	-	(150)	(150)
Taxi Transportation	230-11-53500-290-000	Other Contracted Services	524,000	8,865	532,865

To account for additional Funds from DOT for Taxi Operating

General Fund

Street Department	100-31-48300-000	Sale of Assets	-	(20,500)	(20,500)
Street Maintenance	100-31-53300-376-000	Crack Filler	10,000	20,500	30,500

To use proceeds from crackfill to buy additional

General Fund

Parks	100-52-46810-000	Timber Sales	(732)	(3,330)	(4,062)
ROW - Trees	100-52-53370-377-000	Trees, Seed, Sod	1,772	3,330	5,102

To use proceeds from timber sales for ROW-trees

General Fund

General Government	100-10-49300-000	Fund Balance Applied	(825,608)	(1,792)	(827,400)
PS/Admin Building	100-11-51640-260-000	Repair & Maint Serv-Buildings	20,262	1,792	22,054

To apply fund balance for window washing

Park Segregated

Parks	870-52-49300-000	Fund Balance Applied	(62,639)	(3,709)	(66,348)
Parks	870-52-55200-822-000	Building Improvements	-	3,709	3,709

Appropriate fund balance for meg lock system

City Admin Building Fund

CDA Ordinary Maint	982-67-44000-899-000	Contra-Contributed Capital	-	(5,356)	(5,356)
CDA Ordinary Maint	982-67-44000-392-000	Small Equipment	-	5,356	5,356

To create budget for Display Case at City Hall

General Fund

Fire	100-21-48500-400	Donations - Designated	-	(3,818)	(3,818)
Fire Protection	100-21-52200-346-400	Uniforms - Designated	3,216	3,818	7,034

To appropriate funds from donations fund reserve for uniforms

General Fund

General Government	100-10-49300-000	Fund Balance Applied	(824,630)	(2,770)	(827,400)
PS/Admin Building	100-11-51640-260-000	Repair & Maint Serv-Buildings	19,284	2,770	22,054

To approp-HVAC maint support-Universal Systems

General Fund

City Administrator	100-14-49300-000	Fund Balance Applied	(2,500)	(19,000)	(21,500)
Administration	100-14-51400-215-000	Professional Services	3,240	19,000	22,240

To approp General Fund Balance for Administrator recruitment

City of Baraboo

2019 2nd Quarter Budget Amendments

Budgetary Transfers

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
PS/Admin Building	100-11-51640-392-000	Small Equipment Purchase	600	(600)	-
PS/Admin Building	100-11-51640-350-000	Repair & Maint Materials	500	600	1,100

To transfer funds for Menards supplies

General Fund

Fire Protection	100-21-52200-240-000	Repair & Maint Service-Vehicle	9,000	(198)	8,802
Fire Protection	100-21-52200-341-000	Tires	-	198	198

To transfer funds for UTV trailer tires

General Fund

PS/Admin Building	100-11-51640-340-000	Operating Supplies	6,000	(736)	5,264
PS/Admin Building	100-11-51640-220-000	Telephone	1,300	736	2,036

To transfer funds for Cale's Cell Phone

Donahue Terrace

CDA Ordinary Maint	980-67-44000-350-000	Repair & Maint Materials	21,500	(10,000)	11,500
CDA Administration	981-67-41000-390-000	Other Supplies & Expense	800	(600)	200
CDA Administration	986-67-41000-390-000	Other Supplies & Expense	5,000	(1,000)	4,000
CDA Ordinary Maint	980-67-44000-260-000	Repair & Maint Serv-Buildings	14,000	10,000	24,000
CDA Administration	981-67-41000-219-000	Accounting Services	1,000	600	1,600
CDA Administration	986-67-41000-215-000	Professional Services	250	1,000	1,250

To transfer budget to outside services

General Fund

Forestry	100-52-56110-340-000	Operating Supplies	800	(211)	589
Forestry	100-52-56110-320-000	Publications. Training. Dues	700	211	911

To transfer for Hess membership to ISA

General Fund

Parks	100-52-55200-350-000	Repair & Maint Materials	5,000	(50)	4,950
Parks	100-52-55200-321-000	License & Fees	39	50	89

To transfer for Civic Center boiler permit

General Fund

Parks	100-52-55200-320-000	Publications. Training. Dues	1,595	(100)	1,495
Parks	100-52-55200-330-000	Travel	-	100	100

To transfer for Hardy mileage

General Fund

Zoo	100-52-55410-320-000	Publications. Training. Dues	1,200	(70)	1,130
Zoo	100-52-55410-321-000	License & Fees	820	70	890

To transfer for Zoo concession license

General Fund

Recreation	100-53-55300-340-000	Operating Supplies	110	(50)	60
Recreation	100-53-55300-340-161	Operating - Adult Game Night	-	50	50

To transfer for board game night snacks

General Fund

Library	100-51-55110-120-000	Wages	305,160	(8,100)	297,060
Library	100-51-55110-260-000	Repair & Maint Serv-Buildings	14,175	8,100	22,275

To transfer for cleaning services contract

Library Building Fund

Library	851-51-55110-215-000	Professional Services	650,000	(2,845)	647,155
Library	851-51-55110-340-000	Operating Supplies	500	2,845	3,345

To transfer for PR 2019 building expansion

Airport

Airport	630-35-53510-260-000	Repair & Maint Serv-Buildings	3,500	(2,627)	873
Airport	630-35-53510-250-000	Repair & Maint Serv-Equipment	7,000	2,627	9,627

To transfer for mower repair & maintenance

General Fund

Administration	100-14-51400-320-000	Publications. Training. Dues	4,700	(240)	4,460
Administration	100-14-51400-215-000	Professional Services	22,000	240	22,240

To transfer for Mueller Communications

General Fund

Police Department	100-20-52110-392-000	Small Equipment Purchase	16,000	(1,600)	14,400
Police Department	100-20-52110-215-000	Professional Services	3,000	1,600	4,600

To transfer for prof services - new employees

General Fund

Machinery & Equipment	100-31-53240-348-000	Gas. Diesel. Oil. Grease	15,000	(2,000)	13,000
Snow & Ice	100-31-53350-348-000	Gas. Diesel. Oil. Grease	19,000	2,000	21,000

To transfer for stock oils/lubricants

Stormwater Utility

Sewer Mains Maintenance	950-36-83100-236-000	Repair & Maint Serv -Mains	46,500	(18,000)	28,500
Sewer Street Cleaning	950-36-81000-250-000	Repair & Maint Serv-Equipment	7,000	18,000	25,000

To transfer for Stormwater Sweeper

General Fund

Records & Support	100-20-52130-392-000	Small Equipment Purchase	1,500	(450)	1,050
Records & Support	100-20-52130-250-000	Repair & Maint Serv-Equipment	33,000	450	33,450

To transfer for purchase of Records Archival software

General Fund

ROW - Trees	100-52-53370-530-000	Rents and Leases	24,000	(1,040)	22,960
ROW - Trees	100-52-53370-377-000	Trees, Seed, Sod	4,062	1,040	5,102

To transfer funds to purchase trees

General Fund

Street Maintenance	100-31-53300-364-000	Signs & Materials	28,625	(152)	28,473
Street Maintenance	100-31-53300-366-000	Barricades & Lights	-	152	152

To transfer from signs to purchase barricade light

General Fund

Street Lighting Mapping & Engineering Support	100-31-53420-270-000	Special Services	23,000	(500)	22,500
	100-30-53100-215-000	Professional Services	3,000	500	3,500

To transfer for 5th & Oak Stop Sign Study

General Fund

Zoo	100-52-55410-814-000	Equipment Purchases	11,500	(470)	11,030
Zoo	100-52-55410-392-000	Small Equipment Purchase	-	470	470

To transfer for new leaf blower

General Fund

Forestry	100-52-56110-392-000	Small Equipment Purchase	900	(260)	640
Forestry	100-52-56110-215-000	Professional Services	10,500	260	10,760

To transfer for EAB Tree Treatments

Utilities**2nd Quarter Budget Amendments****Budgetary Transfers****Sewer Utility**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Sewer Headworks Operating Exp.	960-36-82200-250-000	Repair & Maint Serv-Equipment	4,000.00	(600.00)	3,400.00
Sewer Sludge Transportation Ex	960-36-82810-348-000	Gas, Diesel, Oil, Grease	3,960.00	(500.00)	3,460.00
Sewer Mains Maintenance	960-36-83100-236-000	Repair & Maint Serv -Mains	89,872.00	(3,950.00)	85,922.00
Sewer Plant Maint	960-36-83400-260-000	Repair & Maint Serv-Buildings	3,475.00	(1,000.00)	2,475.00
Sewer Headworks Operating Exp.	960-36-82200-222-000	Electricity	550.00	600.00	1,150.00
Sewer Sludge	960-36-82810-240-000	Repair & Maint Service-	1,000.00	1,200.00	2,200.00

Transportation Ex		Vehicle			
Sewer Sludge Maint	960-36-83300-260-000	Repair & Maint Serv-Buildings	1,000.00	750.00	1,750.00
Sewer Plant Maint	960-36-83400-250-000	Repair & Maint Serv-Equipment	6,500.00	3,500.00	10,000.00
<i>Transfer funds to cover budget overages</i>					
Water Utility					
Water Taxes	970-37-40800-580-100	Util-Tax to Muni	319,990.00	(2,600.00)	317,390.00
Water Meter Expense	970-37-66300-340-000	Operating Supplies	600.00	(295.00)	305.00
WA Trans & Dist-Misc Labor/Exp	970-37-66500-340-000	Operating Supplies	5,000.00	(1,425.00)	3,575.00
Water Office Supplies/Expenses	970-37-92100-320-000	Publications. Training. Dues	500.00	(150.00)	350.00
Water Meter Expense	970-37-66300-217-000	Testing & Lab Expense	1,000.00	225.00	1,225.00
Water Meter Expense	970-37-66300-343-000	Postage	110.00	70.00	180.00
WA Trans & Dist-Misc Labor/Exp	970-37-66500-392-000	Small Equipment Purchase	1,500.00	3,425.00	4,925.00
Wat Employee Pensions/Benefits	970-37-92600-320-000	Publications. Training. Dues	2,250.00	750.00	3,000.00
<i>Transfer funds to cover budget overages</i>					

Resolution No. 19-57

THAT, Pamela Roland be appointed to the Library Board serving until June 30, 2022.

Moved by Kolb, seconded by Petty and carried that the Consent Agenda be approved-9 ayes.

NEW BUSINESS**Resolutions:****Resolution No. 19-58**

A Resolution vacating that portion of the unimproved Monroe Avenue right-of-way between Amundson Drive and Birch Street.

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

Whereas, the City received a petition from all the abutting landowners requesting that the vacation of this block of Monroe Avenue;

And whereas, a Class III Notice was published in the Baraboo News Republic giving notice of the fact that the Common Council would consider the vacation of Quarry Street at its July 23, 2019 meeting, and that the public was invited to advise the Council as to their concerns regarding this matter;

And whereas, notice was served upon the land owners with property abutting this block of Monroe Ave as required by §66.1003(4)(b), Stats.;

And whereas, no one has filed an objection to the vacation of Monroe Avenue in accordance with §66.1003(4)(d), Stats;

Now therefore, based upon the above, IT IS HEREBY RESOLVED by the Common Council of the City of Baraboo that the unimproved Monroe Avenue right-of-way between Amundson Drive and Birch Street is hereby vacated.

Further, that the vacated land shall be equally divided between the owners of land on each side of the vacated right-of-way pursuant to §66.1005 Stats.

Moved by Petty, seconded by Wedekind and carried that **Resolution No. 19-57** be approved- 9 ayes.

2ND READING ORDINANCES

Moved by Sloan, seconded by Kolb and carried unanimously to approve the 2nd reading of **Ordinance No. 2523** amending §17.18(4)(a) and the Zoning District Map rezoning tax parcel 206-0370- 00000 from R-1A Single Family Residential to R-3 One- to Four-Family Residential.

Moved by Sloan, seconded by Petty and carried unanimously to approve the 2nd reading of **Ordinance No. 2524** amending §12.02, Intoxicating Liquor and Fermented Malt Beverages, to include placing restrictions and conditions on the “click and collect” sale of alcohol and to bring this section into compliance with Chapter 125, Wisconsin Statute.

Moved by Ellington, seconded by Alt and carried unanimously to approve the 2nd reading of **Ordinance No. 2525** amending §1.60, Public Record Retention Schedule, to adopt the State approved Municipal Record Schedule.

Moved by Wedekind, seconded by Kolb and carried unanimously to approve the 2nd reading of **Ordinance No. 2526** creating regulations for Pet Stores in Chapter 12 of the City Ordinances.

ADMINISTRATOR AND COUNCIL COMMENTS – None.

REPORTS, PETITIONS, AND CORRESPONDENCE - The City officially acknowledges receipt and distribution of the following:

- **Reports:**
 - June 2019 – Treasurer, Fire Department
 - 2nd Qtr. 2019 Taxi Financial Statement
 - 2nd Qtr. 2019 Financial Statement
- **Minutes from the Following Meeting:**

Finance/Personnel Committee – Dennis Thurow Committee Room, #205

July 9, 2019

Members Present: Petty, Thurow, Sloan

Absent:

Others Present: Mayor Palm, Adm. Geick, E. Truman, B. Zeman, C. Haggard, T. Pinion

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to approve the minutes of June 25, 2019 and carried unanimously. Moved by Sloan, seconded by Thurow to approve the agenda. Motion carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan seconded by Thurow to recommend to Council for approval of the accounts payable for **\$488,235.82**. Motion carried unanimously.
- b) **Revise the City's Naming & Donation Policy** – Atty. Truman noted that the only change made to the current policy will allow for property to be named after a living individual. Moved by Sloan, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
- c) **Approve the Engineer Technician Position, Job Description and Setting a Grade** – T. Pinion explained that a very good candidate was offered this position and has accepted. This individual is a licensed professional engineer and more capable of doing some of the additional duties over and above an Engineer Tech. This position will require a 4-

year degree; some additional duties relating to construction of the City's Public Works projects as well as a fair amount of responsibility with the reporting and record keeping of the Stormwater Utility. A job description was submitted to GovHR and they determined this position to be a Grade 9. Moved by Sloan, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.

Informational Items

- a) City Attorney's report on insurance claims – None.
- b) Disclosure from Jordan LaMasney, Paid-per-Call Firefighter

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:26pm.

Minutes of the Public Safety Committee Meeting

June 10, 2019

Members Present: Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Tom Pinion, Administrator Geick, Police Chief Mark Schauf, Fire Chief Kevin Stieve, Mark Willer, and Tony Gilman.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda as posted. Motion carried unanimously. It was moved by Plautz, seconded by Kolb to approve the minutes of the April 29, 2019 meeting. Motion carried unanimously.

New Business

- a. Review proposed location and width of new sidewalk on the east side of the 1700 Block of Elizabeth Street between 15th and 16th Streets – Pinion said that this is in conjunction with notifying citizens of the City's intent to levy special assessments for public improvements. He said all property owners has asked for a little leeway to way the sidewalk is located relative to the curb line and narrowed up to 4-feet which is consistent with everything south. After a brief discussion, it was moved by Kolb that 4-foot sidewalks be installed on the east side of the 1700 Block of Elizabeth Street between 15th and 16th Streets. Plautz seconded the motion. Motion carried unanimously.
- b. Review proposed new sidewalk on the northeast side of Lake Street between South Street and Cherry Lane – Pinion presented this subject to the Committee via overhead video. After a brief discussion, it was moved by Kolb, seconded by Plautz that no sidewalk would be installed on the northeast side of Lake Street, between South Street and Cherry Lane. Motion carried unanimously.
- c. Review options to install storm sewer along the alley between Elizabeth and Camp Streets, from 2nd Street to 4th Street, to a public alley right-of-way and discuss the scope of a future alley reconstruction project – Pinion presented the background to the Committee. He said Option 1 provides a solution in the new alley right-of-way. Option 2 would require a drainage easement from at least a couple of the property owners. He said that given the topography and the elevation of the existing storm sewers around the perimeter of this block, the opportunity to design and construct a conventional storm sewer is limited; however, in the spirit of something is better than nothing is. He that the existing situation can be improved with the installation of small diameter perforated drainage tile with an area drain at the existing low points, as opposed to storm sewer with traditional catch basins or inlets. Pinion said that the cost of both options is approximately the same at \$21,500. Kolb asked from an Engineering standpoint, which option was the most effective to keep the area drained. Pinion said that it would be a horse apiece; he said the one from the south with the 12" concrete pipe is going to have a longer life expectancy than plastic perforated pipe. It was felt that the stormwater utility should pay for the expense. Pinion said that he would investigate monies available, if the project cannot be done this year, it will be scheduled for next year. It was stated that property owners would be notified that this work would be proposed in 2020.
- d. Review proposed alley reconstruction projects for 2019 – Pinion presented the list of the proposed alleys to be reconstructed this year to the Committee, with the PASER Rating of existing surface. He said that since the need exceeds the available funding, he is asking the Committee to prioritize the alleys. Pinion said that there is enough money to do at least three alleys, if the money was stretched and time permitted, possibility a fourth. After a brief discussion the Committee prioritized the alleys as follows:
 - 1. Sumac Ct., Lake Street east +/- 300 feet (cost shared with Deppe).
 - 2. Between 7th & 8th Streets, East to Barker Street (westerly 1/3).
 - 3. Between 12th & 13th Streets, Warren to Barker (2 patches).
 - 4. Between 5th & 6th Streets, Center to West (2 patches) (Big Tree).
 - 5. Between 5th & 6th Street, Wheeler to Camp.
 - 6. Between 4th & 5th Avenue, Broadway to Birch (Library Alley).
- e. Review Sauk County's All Hazard Mitigation Plan 2019-2024 – Chief Stieve presented the background to the Committee. He said that this plan outlines the demographics, the economic background information from all of Sauk County. He said that the Emergency Management Committee has recommended the City adopt this plan. It was moved by

Kolb, seconded by Plautz to recommend the approval of Sauk County's All Hazard Mitigation Plan 2019-2024 as presented. Motion carried unanimously.

- f. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for April and May 2019
– It was moved by Kolb, seconded by Plautz to approve the monthly Billing Adjustments/Credit for Sewer and Water Customers for April and May, 2019 as presented. Motion carried unanimously.

Informational Items

- a. Possible revisions to Solid Waste & Recycling Provisions in Chapter 11 of the General Code of Ordinance – Gilman presented the background on this request. He said that going through the ordinance, changes are being brought forth are due to the changes being made by Waste Management is changing how the City can dispose of their waste there. One instance is that Waste Management no longer allows any plastic bags in recycling. He said Waste Management is becoming with the City that if we continue to allow recycling in plastic bags that they will start refusing loads and consider it waste, which will cost more. Gilman felt that cart sizing should also be looked at, and the availability of carts. He said he is proposing that the primary cart size is 96-gallon. There was a brief discussion regarding utility creation. Gilman pointed out that there is a lot of new proposed language regrading to yard waste, leaves, and brush.

Reports

- a. Utility Superintendent's Report – Peterson said the department is in the process of flushing hydrants. He said the last of the bio-solids was just hauled out. Cleaning sewers are ending. He said that they are now getting ready for the open house.
- b. Street Superintendent's Report – Gilman said that the department has been busy with street sweeping, both streets and alleys. The department has also been very busy crack filling, and filling potholes.
- c. Police Chief's Report – Chief Schauf has been busy with gearing up for the circus parade, fireworks, and the fair. He said that the department is short one Community Service Officer. He said that two recent hires are relatively seasoned veterans. He said one of the big purchases from the budget this year was new records management software.
- d. Fire Chief's Report – Chief Stieve introduced Mark Willer, the new Assistant Chief, in charge of training. Willer started on May 29, 2019. Stieve said that he would be working on a progress report for the Operations Study. Stieve said that he had made connection with someone from Wisconsin Emergency Management and they looked at using the Air National Guard unit out of West Bend, with possibly helping with rescues at Devil's Lake. He said that someone is coming to Devil's Lake on Friday for a meeting regarding this. Stieve gave update on High School Training, and also call times.

AJOURNMENT – It was moved by Kolb, seconded by Plautz to adjourn at 2:10 p.m. Motion carried.

Administrative Committee

July 1, 2019

Present: Alderpersons John Alt, John Ellington and Heather Kierzek
Absent: -
Also Present: Police Chief, Mark Schauf, City Attorney, Emily Truman, and City Clerk, Brenda Zeman
Citizen Present: Kevin Edwards, Wal-Mart Asst. Manager for Online Program

The meeting was called to order by Chairman John Alt at 8:00AM CDT., with roll call and noting compliance with the Open Meetings Law.

Moved by Ellington to approve the minutes of May 6, 2019, seconded by Kierzek and unanimously carried.

Motion by Kierzek to approve agenda, seconded by Ellington and unanimously carried.

Action Items:

- a) Review and recommendation to the Council to amend the City Code regulating licensing of intoxicating liquor and fermented malt under §12.02 to include placing restrictions and conditions on the "click and collect" sale of alcohol and to include bringing the section into compliance with Chapter 125.

Atty. Truman explained that she has updated §12.02, to comply with State laws. This includes amending the City Code regarding the issuing of both Liquor Licenses and Operator's Licenses. Per State Statutes, a governing body must approve these licenses. Because of these changes, the City Clerk will forward the applicant information to the Administrative Committee, who will then make recommendations to the City Council. Atty. Truman has added to the City Code restrictions and conditions on the "click and collect" sales, which allows for the online sale of liquor. Kevin Edwards, representing Wal-Mart, confirmed that there will be designated parking stalls for pickup and that ID's will be checked at the point of sale. Chief Schauf notes that the person selling the liquor will have to be at least 18 years of age and either under the supervision of a licensed operator or a licensed operator themselves. Chief Schauf feels that while there may be some minor bumps along the way, this is definitely the future and there are definitely some positives to this as long as we are doing it within the scope of the game. Ald. Kierzek questioned if there was a limit to the amount of liquor that can be sold. Atty. Truman noted that at this time, there are no limits. Chief Schauf noted that in addition to the required photo, Wal-Mart has increased their surveillance to cover the pickup area. Ald. Ellington recommends changing the time for Section 12M(g) from 2:00pm to 4:00pm to be consistent. The Committee agrees with the time change and

understands that this can be revisited at any time should there be any issues. Ald. Ellington questioned the closing time and Chief Schauf explained that this applies only to online orders. Liquor sales can still be made inside the store between the hours of 8:00pm and 9:00pm for Liquor and 8:00pm and Midnight for Fermented Malt Beverages.

Motion to recommend the Council consider an updated resolution by Ellington, seconded by Kierzek and unanimously carried.

b) Review and recommendation to Council the amendment of ordinance § 1.60, Public Record Retention Schedule.

Atty. Truman noted that a resolution was passed in November 2018 authorizing the City to apply to adopt the State Historical Society's Public Record Retention Schedule. Because the Public Records Board and State Historical Society has acknowledged our request to adopt this schedule, we now need to adopt the retention schedule.

Motion to recommend on to Council an ordinance adopting the Public Record Retention Schedule by Ellington, seconded by Kierzek and unanimously carried.

c) Consider application from Maday Lange, 515 4th Avenue, for keeping chickens.

City Clerk B. Zeman noted that an email was received from Maday Lange withdrawing her application for chickens. No action taken.

Informational Items

a) Atty. Truman presented the Councilmember Training: Council Handbook to the Committee.

b) The next meeting will be August 5, 2019 at 8:00AM CDT. Meeting location will be 101 South Boulevard.

Moved by Ellington to adjourn, seconded by Kierzek and unanimously carried. Meeting adjourned at 9:12AM CDT.

• **Copies of these meeting minutes are on file in the Clerk's office:**

Library	5-14-19	Police & Fire Comm.	6-17-19
Park & Recreation	6-10-19	CDA	7-2-19
Plan Commission	6-18-19	UW Campus	6-20-19
TID Jt. Review	7-11-19		

• **Petitions and Correspondence Being Referred:** None.

CLOSED SESSION

Moved by Wedekind, seconded by Kolb to go into Closed Session as per §19.85(1)(g), Wis. Stat., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Council to consider annual performance evaluation of City Administrator Ed Geick)

Council Members Present: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Kierzek, Thurow
Council Members Absent:

Others Present: Att. Truman, Mayor Palm, Clerk Zeman

OPEN SESSION

Moved by Kolb, seconded by Ellington and carried on a unanimous roll call vote to return to Open Session as per WI Stats 19.85(2) to address any business that may be the result of deliberations made in Closed Session.

Moved by Petty, seconded by Kolb to approve a 5% pay increase for the City Administrator and a performance bonus of \$15,000 to be paid upon his retirement.

ADJOURNMENT

Moved by Ellington, seconded by Wedekind, and carried on voice vote, that the meeting adjourn at 7:21pm.

Brenda Zeman, City Clerk
